

myVTax Guide: How to Complete the Renter Rebate Claim

Filing your Renter Rebate Claim online is easy, quick, and convenient. This guide provides step-by-step instructions on how to complete the online version of Form PR-141, Renter Rebate Claim, and Form HI-144, Household Income, found at www.myVTax.vermont.gov. We also have an instructional video available on our website. Please note that you will need Form LC-142, Landlord Certificate. If you have not received a certificate by Jan. 31, please ask your landlord to provide one for you. You may want to let your landlord know he or she may complete the Landlord Certificate online through myVTax.

Step 1

Go to **www.myVTax.vermont.gov** to access the Department's portal for online services. The online PR-141 and HI-144 forms are similar to the paper forms. To begin, click **1** **Individuals**. Then, click **2** **File a Renter Rebate Claim**. You may want to **3** sign up for a myVTax account to access other useful features, or if you already have a myVTax account, **4** **Log In** to generate a Renter Rebate Claim.

Step 2

Customer Info—Current Contact

Enter the information requested:

- **Claimant Last Name, First Name, Middle Initial, Social Security Number, and Date of Birth**
- **If applicable, Spouse Last Name, First Name, Middle Initial, and Social Security Number**
- **Contact Address, Phone and Email**—The Department

needs your current contact information. We may require more information from you or ask you to

explain information you provide in your claim, so it is important that you let us know how to reach you.

Step 3

Customer Info—Rental

As you enter the information in the

1 Contact Address, it will autofill the **2 Rental Address** fields.

- If the contact and rental information is the same, click **3 No**.
- If you are no longer living in the rental, and the contact and the rental information are now different, click **3 Yes**. Then, complete the information for the Rental Address.
- **School District** **4** Choose your town or city from the drop down menu.
- **Federal Filing Status** **5** Choose your filing status from the drop down menu.

The screenshot shows a form for rental information. Callout 1 points to the 'CONTACT ADDRESS' section, which includes fields for street address (133 STATE STREET), unit (UNIT 1), unit type, city (MONTPELIER), state (VERMONT), zip (05602-0000), country (USA), and phone/email. Callout 2 points to the 'RENTAL ADDRESS' section, which has similar fields. Callout 3 points to a question 'Is the Rental Address different from the Contact Address?' with 'No' and 'Yes' buttons. Callout 4 points to the 'School District' dropdown menu. Callout 5 points to the 'Federal Filing Status' dropdown menu, which has a 'Required' label. Callout 6 points to a checkbox labeled 'If you are not required to file a Federal income tax return, check here'.

- If none of them apply or you are not required to file a federal return, then click the **6** box.

Step 4

Customer Info—Eligibility

Answer the following eligibility questions:

- **Were you domiciled all year in Vermont?** You must be domiciled in Vermont all 12 months of the calendar year. Domicile is a legal concept meaning the place of your true, fixed permanent home, and if you are away for a period of time (for example, you are on a work assignment), you intend to return there. For the full definition of “domicile,” see Vermont Reg. § 1.5811(11)(A)(i) found at www.bit.ly/vttaxregs.
- **Were you claimed as dependent?** If someone else claims you as a dependent (for example, your parents), you cannot claim a renter rebate.

The screenshot shows a section titled 'ELIGIBILITY QUESTIONS'. It contains four questions, each with 'No' and 'Yes' buttons: 'Were you domiciled all year in Vermont?', 'Were you claimed as a dependent?', 'Did you rent all year in Vermont?', and 'Will you be using the Renter Rebate to pay Income Tax Liability?'. At the bottom are 'Previous' and 'Next' navigation buttons.

- **Did you rent all year in Vermont?** You must have rented all 12 months of the calendar year.

Will you be using the Renter Rebate to pay Income Tax Liability? This is not an eligibility question. The Department gives you this option to pay your income taxes from your rebate.

If one of the questions disqualifies you, the system will stop you from going forward with the claim.

Step 5

Section A: Landlord and Rental Unit Information & Section B: Allocable Rent

Landlord Certificate 2

Record 1 Copy row Add Landlord Certificate

SECTION A: LANDLORD AND RENTAL UNIT INFORMATION

Do you have an e-file Certificate Number for this Landlord Certificate? No Yes ?

e-file Certificate Number: -

Do you have an e-file Certificate Number for this Landlord Certificate? This year, landlords may file Form LC-142, Landlord Certificate, online through myVTax. If your landlord has done this, the certificate will have an **E-file Certificate Number** on the bottom of the certificate:

FILE ON-LINE! File your claim online at www.myVTax.vermont.gov.
Use this E-file Certificate Number. 0759072768-001

E-File Certificate Number—If you answer **Yes**, enter the number shown on the Landlord Certificate.

If you answer **No**, your landlord did not e-file the Landlord Certificate, so you will leave the field blank. In this case, you will have to mail the original paper Landlord Certificate provided by your landlord to the Department of Taxes or attach a PDF copy of the certificate (see Step 11).

If you see this number, click **Yes**. If not, click **No**.

Step 6

Complete the remainder of these sections using the information from the Landlord Certificate provided by your landlord. The **1 Allocable Rent** shown here should match what is shown on the Landlord Certificate.

If you have more than one Landlord Certificate, click **2 Add Landlord Certificate** and enter the information.

Landlord Certificate JOE LANDLORD 2

Record 1 Copy row Add Landlord Certificate

SECTION A: LANDLORD AND RENTAL UNIT INFORMATION

Do you have an e-file Certificate Number for this Landlord Certificate? No Yes ?

e-file Certificate Number: -

Landlord's Name:

Landlord's Address:

Location Of Rental Unit:

SPAN Number: Number of rental units in this building:

RENTAL UNIT IS

☒ Apartment ☐ House ☐ Mobile Home ☐ Lot for mobile home ☐ Boarding home ☐ Nursing Home/community care

ITEMS INCLUDED IN RENT

☐ Heat ☐ Furnishings ☐ Electricity ☐ Personal care ☐ Other Services

TENANT:

SECTION B: ALLOCABLE RENT

1a. Calendar year	<input type="text" value="2017"/>	1b. Number of months rented	<input type="text" value="12"/>
2. Monthly rental amount			<input type="text" value="1,000.00"/>
3. Total Rent Paid for calendar year listed on Line 9			<input type="text" value="12,000.00"/>
4. Less dollar value of items checked in Box 6 above that were included in rent			<input type="text" value="0.00"/>
5. Adjusted rent paid for calendar year listed on Line 8.			<input type="text" value="12,000.00"/>
6. For government subsidized rent, enter percent tenant pays. For nonsubsidized rent enter 100.00			<input type="text" value="100.0000"/>
7. Rent Paid during calendar year solely for the right of occupancy.			<input type="text" value="12,000.00"/>
8. Rental Adjustment			<input type="text" value="21.00"/>
9. Allocable Rent 1			<input type="text" value="2,520.00"/>

Clicking **Next** saves your entries and moves you to the next step.

Previous Next Copy row Add Landlord Certificate Cancel Save

Step 7

Household Income—Household Members

1. Customer Info → 2. LC-142 Landlord Certificate Entry → 3. Additional Household Members

RENTER REBATE CLAIM (PR-141)

PERIOD ENDING: 12/31/2017 - RETURN DUE DATE: 10/15/2018

TIP! A red dot next to the Household Member means there is a problem on that member's page! You must fix this error before the return can be submitted. Click the Household Member to see more detail about the error. **TIP!** If you need to save your work and return later, click the 'Save and Finish Later' button at the bottom of the screen.

Are there any other members of your household? No Yes 1

Household Member
Record 1 Copy row Add Additional Household Member

FILING INFORMATION FOR OTHER MEMBERS OF HOUSEHOLD.

2 Last Name First Name M.I. Social Security Number

Copy row 3 Add Additional Household Member

< Previous
Next >
Cancel Save

When completing the **Household Income** section, you must include all people living with you, even if they are not related to you or did not live with you during the entire year.

- If you are the only person living in the household, click 1 **No**. On the next screen, you will begin entering your income information.
- If you have had one or more people living with you, click 1 **Yes**, and then complete the 2 field with the Name and Social Security Number of the other member of the household.
- If you need to add more members, click 3 **Add Additional Household Member**.

Step 8

Household Income—Income

Enter household income information for each member of the household. If you need further guidance, see the instructions to Form HI-144 and the fact sheet on the Department's website. For a household member who did not live with you the entire year, only enter the amounts for the period of time the person lived with you.

The system will do the math calculation for you and show the total on **Total Income**.

HOUSEHOLD INCOME	
	Claimant Income
1. Cash public assistance and relief	0.00
2. Social security, SSI, disability, railroad retirement, veteran's benefits	0.00
3. Unemployment compensation/worker's compensation	0.00
4. Wages, salaries, tips, etc.	20,000.00
5. Interest and dividends	0.00
6. Interest on U.S. state and municipal obligations, taxable and nontaxable.	0.00
7. Alimony, support money, child support, cash gifts.	0.00
8. Business Income. If the amount is a loss, enter zero.	5,000.00
9. Capital gains, taxable and nontaxable. If the amount is a loss, enter zero.	0.00
10. Taxable pensions, annuities, IRA and other retirement fund distributions.	0.00
11. Rental and royalty income. If the amount is a loss, enter zero.	0.00
12. Corporate/Estate or Trust income: If the amount is a loss, enter zero	0.00
13. Other income	0.00
14. Total Income	25,000.00

Step 9**Household Income—
Income Adjustment**

Enter income adjustment information. If you need further guidance, see the instructions to the HI-144 on the Department's website.

The system will do the math calculation for you and show the total on **Household Income**.

Claimant

1. Social Security and Medicare tax withheld on income reported.	<input type="text" value="500.00"/>	
2. Child support paid.	<input type="text" value="0.00"/>	
<input type="text" value="Support Paid To: Last Name"/> <input type="text" value="First Name"/> <input type="text" value="M.I."/> <input type="text" value="Recipient SS"/>		
2a. Business Expenses for Reservists	<input type="text" value="0.00"/>	
2b. Alimony Paid	<input type="text" value="0.00"/>	
2c. Tuition and Fees	<input type="text" value="0.00"/>	
2d. Self-employed health insurance deduction	<input type="text" value="0.00"/>	
2e. Health Savings account deduction	<input type="text" value="0.00"/>	
3. Total Allowable Adjustments	<input type="text" value="500.00"/>	
4. Adjusted Income	<input type="text" value="24,500.00"/>	
5. Income Subtotal. If negative, this will be zero.		<input type="text" value="24,500.00"/>
6. Asset Adjustment.	<input type="text" value="0.00"/>	
7. Summed Asset Adjustment		<input type="text" value="0.00"/>
8. Less 10,000		<input type="text" value="10,000.00"/>
9. Total Asset Adjustment		<input type="text" value="0.00"/>
10. Household Income		<input type="text" value="24,500.00"/>

[Previous](#) [Next](#) [Cancel](#) [Save](#)

**Find this information
on your Form W-2.**

Step 10**Summary for Rebate Calculation**

**RENTER REBATE CLAIM
(PR-141)**

PERIOD ENDING: 12/31/2017 - RETURN DUE DATE: 10/15/2018

[Click here for full form instructions](#)

REBATE CALCULATION

3. Allocable Rent (LC-142) 1	<input type="text" value="2,520.00"/>	
4. Home Use. Apply more than 25% of this rental if used for business, Otherwise enter 100%.	<input type="text" value="100.00"/>	%
5. Allowable Rent for Rebate Claim		<input type="text" value="2,520.00"/>
6. Household Income (Schedule HI-144, Line y) If more than \$47,000, you are not eligible. 2	<input type="text" value="24,500.00"/>	
7. Maximum Percentage of Income for Rent	<input type="text" value="4.50"/>	%
8. Maximum Rent for Household income		<input type="text" value="1,102.50"/>
9. Renter Rebate Amount. If result is zero, you do not qualify for a rebate. 3		<input type="text" value="1,417.50"/>

[Previous](#) [Next](#) [Cancel](#) [Save](#)

This summary screen shows:

- **Allocable Rent** **1** from the Landlord Certificate
- **Household Income** **2** from the information you entered in this form
- **Rental Rebate Amount** **3** The system calculates this for you.

Step 11**Adding Attachments**

If you want to attach a PDF copy of the Landlord Certificate, click **1 Yes**. Then click **2 Add** and follow the instructions. If you do not want to attach the certificate, click **No**.

Step 12**Certification and Summary**

This is your final step before you submit your Renter Rebate Claim. You must certify that everything you have entered into the form is “true, correct, and complete” to the best of your knowledge by entering the following:

- **I certify the statement above**—Click the box.
- **Signature of Taxpayer or Authorized Agent**—Enter the appropriate name. This is your electronic signature.
- **Date**—This is prefilled for you.
- **Daytime Telephone Number**

- **Check here if this return is being completed by a preparer**—Check the box if this applies.

Click **1 Submit** to send your Renter Rebate Claim to the Department for processing.

- 2** A pop-up window will ask for your valid email address. Enter and confirm your address and click **OK**. Be sure to enter an active email address as the Department will use it to email your confirmation. You also will need your email to access your certificate if you need to view it again later.

Step 13

Confirmation

AGENCY OF ADMINISTRATION
Department of Taxes

myVTax

Menu Home » Non-Login Renter Rebate Claim » Confirmation

CONFIRMATION

Your return request for taxpayer **JOE TENANT** and filing period of **Dec-31-2017** has been submitted. Your confirmation number is **1-504-348-160**.

To access this return in the future, please use the following:
Email Address: **joe.tenant@vermont.gov**
Verification Code: **8fy6tp**

Questions or concerns? Contact us:
Vermont Department of Taxes Call: (802) 828-6802
133 State Street Or Email: **myVTax Support**
Montpelier, VT 05602-3667

Click 'OK' to proceed.

OK

Printable View

Be sure to write down the Verification Code for future use.

The **Confirmation** page provides the following:

- **Confirmation Number 1** You will need this number if you contact the Department about this certificate.
- **Verification Code 2** You should write this code down as you will only see it here once, or you may print the screen.
- Click **3 Printable View** to view a PDF which you may save to your computer or print for your records.
- Click **4 OK** to return to the homepage for myVTax.

To access your Renter Rebate Claim again in the future, go to the myVTax homepage and click **5 Access a Saved myVTax Request**. Enter your email address and **Verification Code**.

myVTax is a convenient and free service that allows you to manage, file, and pay your Vermont taxes.

- ✓ File returns securely
- ✓ Make payments
- ✓ Return Filing Verification
- ✓ File an Extension
- ✓ Check the status of your return
- ✓ Respond to Notice of Intent to Assess or other correspondence

myVTax has a new look. For help with these changes, click here.

Not yet signed up for myVTax? Click Here to Sign up today.

Log in to your myVTax account

Username: Required

Password: Required

Forgot username? [Re](#)

Forgot password?

Log In

Businesses	Individuals	Tax Professionals	Property Owners	Municipal Officials	Help & Resources
File a Homestead Declaration or Property Tax Adjustment			Learn More About Real Estate Transaction Taxes		
File a Return			Register an Account as a Landlord		
Generate a Landlord Certificate			5 Access a Saved myVTax Request		
Commissioner's Certificate					